

**CONFIDENTIAL**

DD/S 63-2149

Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120074-8

*FM 2*  
21 MAY 1963

MEMORANDUM FOR: Executive Secretary, Suggestion Awards  
Committee

SUBJECT : Employee Suggestion 63-231

1. The Offices of Personnel and Security seem to have covered the subject adequately.

2. As a matter of additional information the question of furnishing escort service in the Headquarters building was considered thoroughly by the Building Planning Staff early in the planning phases. While these records have all been retired, the recollection of some of the people who were involved in these studies is that the costs to furnish an escort service would be prohibitive and we could not justify an increase in the personnel ceiling for this type of work, particularly in the face of constant pressures to increase professional personnel for the accomplishment of the primary functions of the Agency.

*B/*  
[Redacted]  
Special Assistant to the  
Deputy Director (Support)

Attachment:

Suggestion No. 63-231 on  
Building Guides

SA-DD/S:RHW:fmf ( 21 May 63 )

Distribution:

Orig & 1 - Adse w/att as stated DD/S 63-2089

1 - DD/S Subject

1 - DD/S Chrono

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GROUP 1  
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